

CHILD CARE TRAINING APPROVAL FORM INSTRUCTIONS

Group setting and self-study training provided by unapproved Training Organizations (as listed in 109.7(2)a(4)a) shall be approved by the department.

1. Training Organization Contact Information
 - A. Name of the Training Organization that wishes to provide the training.
 - B. Name of the contact person for the Training Organization to receive notification of decision.
 - C. Address of the Training Organization.
 - D. Phone number of contact person.
 - E. Name of the trainer who will conduct the training session.
 - F. E-mail Address of the contact person to receive notification of decision.
 - G. Qualifications of the Trainer should include an updated resume or vitae including information about experience and education on adult learning strategies as well as the content area of the training.
2. Training Approval Form Checklist – Indicate that you have completed the form and included all required attachments. Please do not submit originals as the application and materials will not be returned.
3. Training Information
 - A. Title – The title of the training should be brief and should clearly indicate the content of the training.
 - B. Description - In 50 words or less, provide the description that will be used to advertise this training.
 - C. Format/Structure – Indicate the delivery method of this training (face to face, on-line, ICN, self-study, etc.).
 - D. Number Clock Hours/CEU's – Indicate the number of clock hours and/or CEU's offered for this training. The minimum allowable is one clock hour.
 - E. Target Audience – Indicate the audience who the training is designed for.
 - F. Training Level – Indicate the audience experience level this training was developed for.
 - G. CDA Content Areas – Indicate the applicable CDA content area(s) that the training topic best meets. Only one content area should be selected for each two hours of training. If more than one content area is identified, each content area and the number of hours of content delivery for each goal must be specified in the Instructional Plan and be listed on the certificate awarded at the end of the training. Please see <http://www.cdacouncil.org/> for more information about the CDA.
 - H. Author Information – If the Training Organization has purchased or is utilizing a 'pre-packaged' curriculum or any curriculum that he/she has not written for the purposes of this training approval application, the author information and qualifications shall be submitted for review.
 - I. Instructional Plan and Content Outline – An instructional plan should include the following:

- a) Competency-Based Learning Objectives – At least three learning objectives should be included. Each learning objective must be written from the perspective of what the participant will be expected to do in the training. The learning objectives should be clearly stated, realistic, measurable, and move the participants toward what they will be able to do as a result of the training. The trainer should be able to determine that the learning objectives are met while participants are in the training session. The learning objectives should be in logical and in sequential order and should drive the training session. Sample learning objectives include:
1. The participant will identify three developmental characteristics of infants.
 2. The learner will demonstrate appropriate hand washing techniques.
 3. Participants will be able to describe the relationship between environmental variables, children's challenging behaviors, and social emotional development.
- b) Content Outline – This should specify the details regarding the information that will be presented. All content that will be presented to participants in the training must be included in the content design. If content will be presented in the form of handouts, Power Point presentations, or transparencies, etc. a copy should be included. If the content includes the use of a video, the content of the video or a copy of the video must be referenced and a copy of the video must be submitted with the application. If content seems incomplete, the application will be denied.

Content must be consistent with developmentally appropriate practice (DAP) as defined by NAEYC, WestEd, and the National Health & Safety Performance Standards. The content must be consistent with Iowa regulatory standards and the Iowa Early Learning Standards. The content must also support each objective and CDA content area indicated. The content should consider participant's previous knowledge.

- c) Time and Sequence – The sequence of events/activities, as described in the content design, should be consistent with the objectives, supportive of the objectives, and should be logical. Time estimates for each instructional activity should be indicated on the Instructional Plan. Trainers should consider the amount of actual time the activities will take.
- d) Training Methods – Several training methods that reflect a variety of learning styles must be included in the training and reflected in the content design. The training methods should be sensitive to the needs of adult learners and should be appropriate for the content presented.
- e) Method of Evaluation/Assessment of Learning Outcomes – Assessment of learning outcomes provides an opportunity for the audience and the trainer to assess progress toward objectives. Assessment of learning outcomes should occur throughout the training. The trainer should indicate what techniques will be used to measure the learning objectives. Some assessment techniques include rubrics, observation, group discussion, etc.

- f) Materials List – a list of materials (flip chart, projector, video, books, etc.) needed in the training should be included as a separate list or included in the content design corresponding to each activity. All materials should be indicated.
 - g) Evaluation of Training – An evaluation of the training and the trainer should be conducted so that participants may evaluate the effectiveness in meeting their needs. The evaluation will also provide the trainer with feedback to adapt or modify the course. Attach a copy of the evaluation form to be used.
 - h) Reference List – References used to develop the training should be cited using one of the professional formats. A minimum of three (3) references should be cited and at least two should be less than five (5) years old. The following information should be included: author, date of publication, title of article, book title of journal, publisher (or web site address).
4. Submitting the Request – submit the Request for Child Care Training Approval Form and additional requested materials in writing or electronically to:
- Dawn Collins, Child Care Professional Development Program Manager
Iowa Department of Human Services
Division of Child & Family Services
5th Floor – Hoover Building
1305 E. Walnut
Des Moines, Iowa 50319
515-281-3582
dcollin1@dhs.state.ia.us

If the materials are submitted in both electronic and written formats, the department will not begin review until all materials are received.

The department will issue a decision within 30 business days of receiving a complete Request for Child Care Training Approval Application.